

[DATE]

[Student name] [Student ID]

File(s):[Case #]

Hello [PROFESSOR/INSTRUCTOR OF RECORD]

This letter serves as a follow-up to the report you submitted to the Office of Community Standards regarding the student(s):

- [Student name]

We met and discussed the details of what was reported. After carefully reviewing the evidence and information provided, I found them RESPONSIBLE/NOT RESPONSIBLE for violating the Student Conduct Code. [Student name] has been notified of this decision and if educational or administrative sanctions have been assigned. You are welcome to use this finding in determining academic penalties and grades. [ANYTHING ELSE THAT MIGHT BE RELEVANT TO INCLUDE. (E.G. IDENTIFY IF THERE WERE MULTIPLE ASSIGNMENTS IMPACTED)]

Please be advised that students who are found responsible for violating the Student Conduct Code have 10 business days from the date of the decision to request an Administrative Review or appeal, which is referred to the Conduct Review Officer. If an appeal results in a different outcome, we will notify you.

Please let me know if you have any questions. I'd be happy to discuss this further with you as needed.

Sincerely, NAME

Community Standards Manager